

### Why do we need Certified Copies of Birth Certificates?

Certified copies of Arizona Birth Certificates are important personal records. Parents are encouraged to apply soon after their child's birth. Some of the most common uses include:

- Registering for school or sports programs. Consider getting your copies before school starts
- Obtaining a Social Security card for your child
- Tax filings
- Benefits enrollment
- Documenting family history

### Applying in Person

We offer same day service for eligible Applications for certified copies of **Arizona births from 1950 to present**.

For births that occurred **prior to 1990**, the county will issue a certified copy of the official electronic record of the birth certificate. Electronic records are valid for most purposes; however, be aware that this version contains partial information which may not be valid for passport or military purposes.

At our office, please be prepared to:

1. Complete and sign an Application
2. Provide your current and valid government issued photo ID with your signature or have your Application notarized. Please note that eligible notarized Application requests will be mailed to the applicant's address listed on the Application. This is a state requirement
3. Provide any additional factual documentation to prove relationship and or legal interest as required
4. Include the appropriate fee
5. Be certain you signed your Application, provided a reliable phone number if we need to speak with you about your request
6. Include a self-addressed stamped envelope

We will **not** be able to provide you same day service for ineligible applicants or for applicants who do not have a valid government photo ID.

All notarized Application requests, once fulfilled, must be mailed to the applicant to the address indicated on the Application. Please note that this is an Arizona requirement that must be adhered to.

An applicant presenting documents from a foreign country as proof of relationship or legal interest must provide certified copies of the documents. Photocopies are not acceptable. The applicant must also provide a certified translation of the documents if it is in a language other than English or Spanish.

### Applying by Mail

Please find downloadable Applications on our website at [www.MaricopaVitalRecords.com](http://www.MaricopaVitalRecords.com). We also have Applications at each of our locations, Arizona DES offices and most hospitals and birthing facilities.

1. Complete and sign an Application
2. Attach a clear photocopy of your current and valid government issued photo ID with your signature
3. Provide any additional factual documentation to prove relationship and or legal interest as required
4. Include the appropriate fee
5. Be certain you sign your Application, provided a reliable phone number if we need to speak with you about your Application
6. Include a self-addressed stamped envelope

### Applying Online Through VitalChek

VitalChek is a third party company authorized by Maricopa County and the State of Arizona to offer this online Application option. To obtain information and instructions for ordering Arizona vital records please review [www.vitalchek.com](http://www.vitalchek.com).

### Eligibility Requirements

In Arizona, applicants must prove their relationship to the person (Registrant) named on the Arizona Birth Certificate. The requirements below are in addition to providing a signed Application, clear copy of the applicant's current and valid government issued photo ID and the appropriate fee.

Eligible applicants and the information needed to apply:

**Self** – Is the person named on the birth certificate, also referred to as the "Registrant" and who is at least 18 years old or provides a certified copy of their court ordered emancipation

**Family member** – The Registrant's spouse, natural or adopted offspring, father, mother, grandparent, grandchild, brother or sister

**Parent** – The mother or father as listed on the child's birth certificate may apply. A father who is not named on the birth certificate is eligible if he provides a certified copy court order naming him as the father of the Registrant. If the court ordered paternity directs this office to add the father to the child's birth certificate, this change must be done before certified copies may be issued

**Foster Parent** – Foster parent of the Registrant must provide a letter on Child Protective Services letterhead stating the Registrant is still in the care of the Foster parent(s), signed by the case worker and dated within 30 days of the request. Include a copy of the case worker's agency ID badge. This letter must state the child's name, date of birth and the foster parent's name. If a temporary guardianship, attach a certified copy of the Order for Temporary Guardianship showing the time frame for the guardianship. Updated Review Hearing documentation is required for orders with review hearing dates that have already

**Grandparent** – Grandparent must establish their relationship with the Registrant by providing a certified copy of their child's birth certificate

(mother or father of the Registrant) who is named on the Registrant's birth certificate. If the grandparent's child was born in AZ after 1950, our office can verify this relationship

**Guardian of a Minor** – The current legal guardian of the Registrant must provide a certified copy of the court order, *Establishing Guardianship and Legal Custody*. If a temporary guardianship, the guardian must provide a certified copy of the court order showing the time frame for the guardianship. Updated Review Hearing documentation is required for orders with review hearing dates that have already passed

**Spouse** – The spouse of the Registrant named on the birth certificate. The spouse must provide a certified copy of the official marriage certificate (church certificates and licenses are not acceptable) or provide a current joint financial account statement, co title on a vehicle or property, joint utility statement and a copy of the spouse's acceptable ID, and a notarized permission letter from the Registrant allowing the spouse to make the request

**Adult Sister/Brother** – Adult siblings of the Registrant must be at least 18 years of age. They must also prove that they share 1 parent in common with the Registrant. This may be done by providing a certified copy of the applicant's birth certificate listing 1 of their parents in common or provide a certified copy of a Tribal Affidavit of Birth (photocopies of non-certified records are not valid). If the sibling and Registrant were born in Arizona, our office can search AZ birth records from 1950 to present to verify the shared parent in common

**Adult Child** – Adult children of the Registrant must be at least 18 years of age. They need to provide a certified copy of their birth certificate that names the Registrant as their parent or provide a certified copy of a Tribal Affidavit of Birth (photocopies of non-certified records are not valid). If the adult child was born in AZ after 1950, our office can verify this relationship

**Attorney Representing the Registrant** – The attorney must submit a letter of request on his/her letterhead stating their professional relationship to the Registrant or Registrant's parent if the Registrant is a minor, signed by the attorney and containing the attorney's bar number. The attorney must provide documentation stating the attorney has been retained by the Registrant

**Attorney Representing the Biological Parent(s) in an Adoption Proceeding** – The attorney must submit a letter of request on his/her letterhead stating their professional relationship to the Registrant's parent, signed by the attorney and containing the attorney's bar number. The attorney must provide the signed retainer agreement with the Registrant or the Registrant's parent if the registrant is a minor or the attorney can have the biological parent(s) complete the Office of Vital Records' birth application and instruct the parent to enter the attorney's name and address on the application in the mailing address field. A copy of the parent's acceptable ID must be included with the application or the parent must sign the application in the presence of a notary. The application must be signed by the birth parent

**Attorney Representing the Adoptive Parent(s) in an Adoption Proceeding** – The attorney must submit a letter of request on his/her letterhead stating their professional relationship to the adoptive parent(s), signed by the attorney and containing the attorney's bar number. The attorney must provide certified copy of a court record evidencing an adoption is pending and that the attorney represents the adoptive parent(s). If the court records are not available, the attorney can have the birth parent complete the Office of Vital Records' birth application and instruct the parent to enter the attorney's name and address on the application in the mailing address field. A copy of the parent's acceptable ID must be included with the application or the parent must sign the application in the presence of a notary. The application must be signed by the birth parent. **Note:** The private attorney representing the adoptive parent(s) may request a certified copy of the amended birth certificate at the time the final order of adoption is submitted to the Office of Vital Records (OVR). The request must be in application format or on the attorney's letterhead, contain the attorney's state bar number, and contain the attorney's signature

**Adoption Agencies Representing Adoptive or Biological Parent(s)** – The adoption agency must provide a certified copy of court records which establish that an adoption of the registrant is pending and that the agency or private attorney represents the adoptive or biological parent(s). **Note:** If the court records are not available, the adoption agency can have the birth parent complete the Office of Vital Records' birth application and instruct the parent to enter the adoption agency's name and address on the application in the mailing address field. A copy of the parent's valid government issued photo ID must be included with application or the parent must sign the application in the presence of a notary. The application must be signed by the birth parent. Requests from adoption agencies must be on agency letterhead, stating their professional relationship to the adoptive or biological parent(s), and must contain a notarized signature, or a signature along with a photocopy of the signer's valid government issued photo ID

**Government Agencies** – Official agencies must provide a written request on agency letterhead stating the official business need for the request and include the factual documentation of the official business need. The applicant must sign the application and include a clear copy of their agency ID badge or notarize their signature on the letter if a badge cannot be provided. Agencies outside of Arizona must provide the appropriate fee in addition to the other application requirements above. Arizona state agencies shall apply direct with the State Office of Vital Records

**Genealogy** – Arizona is a closed records state and this means that an individual seeking a record that is not yet public must provide proof of their eligible relationship to the Registrant. If the requested record is public, the applicant may apply to the State office

#### **Additional Information and Resources**

If you need a certified copy of a birth certificate from another state you must contact the state in which the event occurred.

#### **CERTIFIED COPY FEE**

**\$20.00**

#### **PATERNITY/CORRECTION FEE**

**\$30.00**

#### **Accepted forms of payment:**

*Money Order, Cashier's Check, Visa and MasterCard. Cash is only accepted when paying in person.*

**When paying by credit card, your valid government ID is required**

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#### **Mailing address:**

Maricopa County  
Office of Vital Registration  
PO BOX 2111  
Phoenix AZ 85001

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**For more information and downloadable Applications:**

[www.MaricopaVitalRecords.com](http://www.MaricopaVitalRecords.com)

**Thank you!**



**HOW TO APPLY FOR A  
CERTIFIED COPY OF AN  
ARIZONA BIRTH CERTIFICATE**

***Three Locations to Serve You***



**8:00am - 4:30pm  
Ph: 602-506-6805**

[www.MaricopaVitalRecords.com](http://www.MaricopaVitalRecords.com)